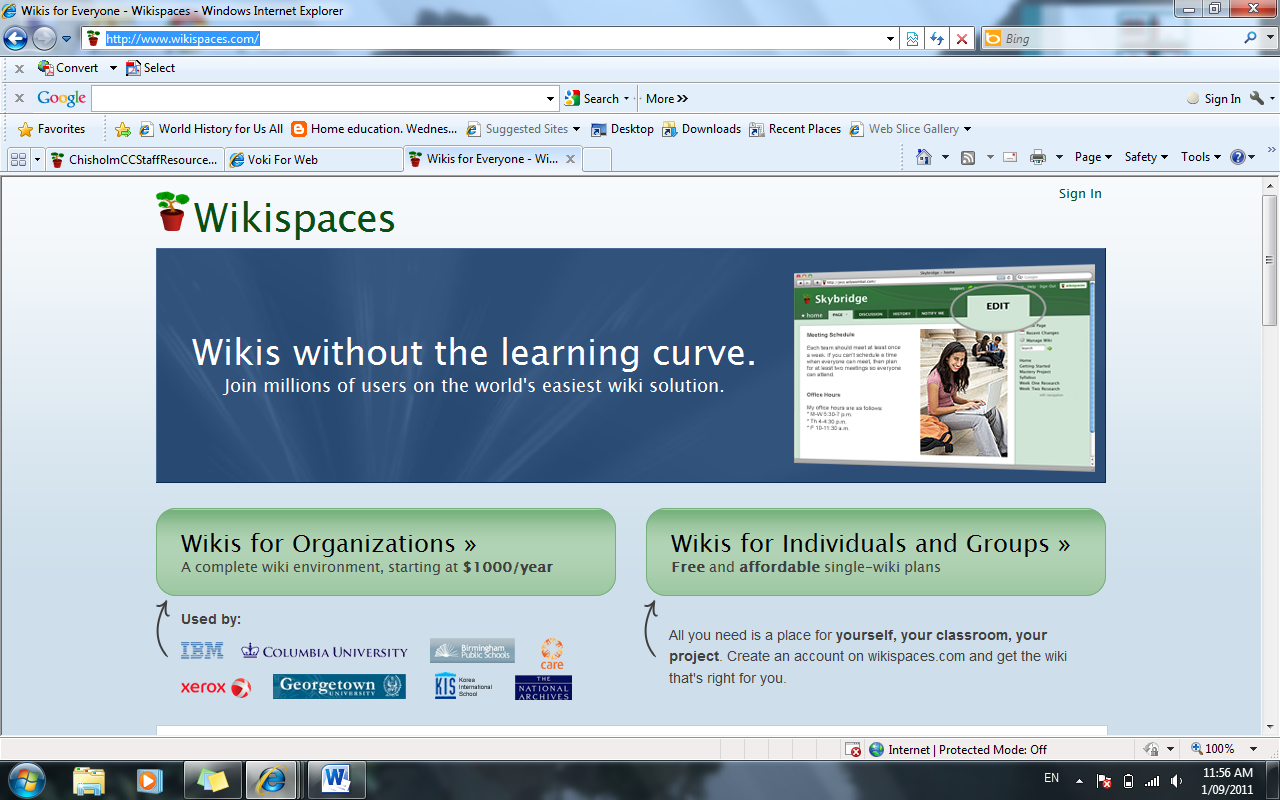
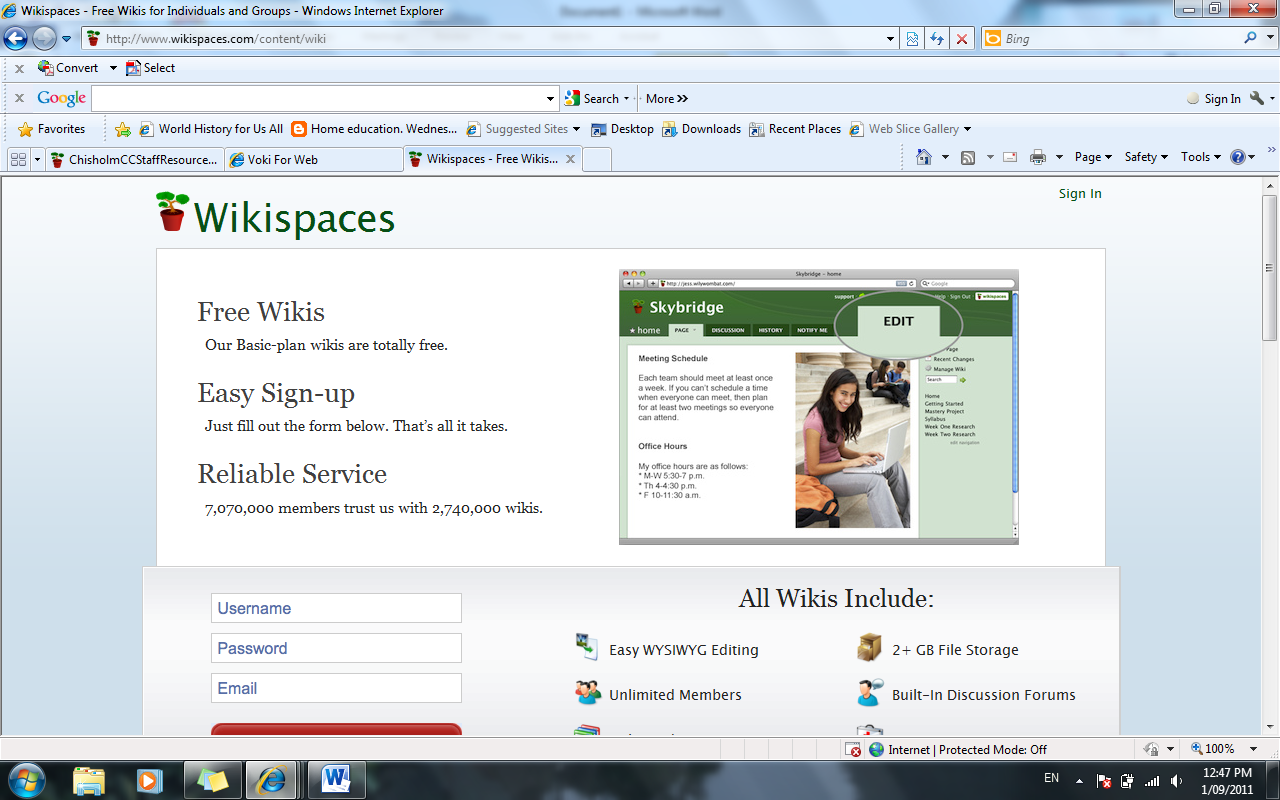
**How to use Wikispaces**

Use the following steps to help you develop your own Wiki to use as you wish.

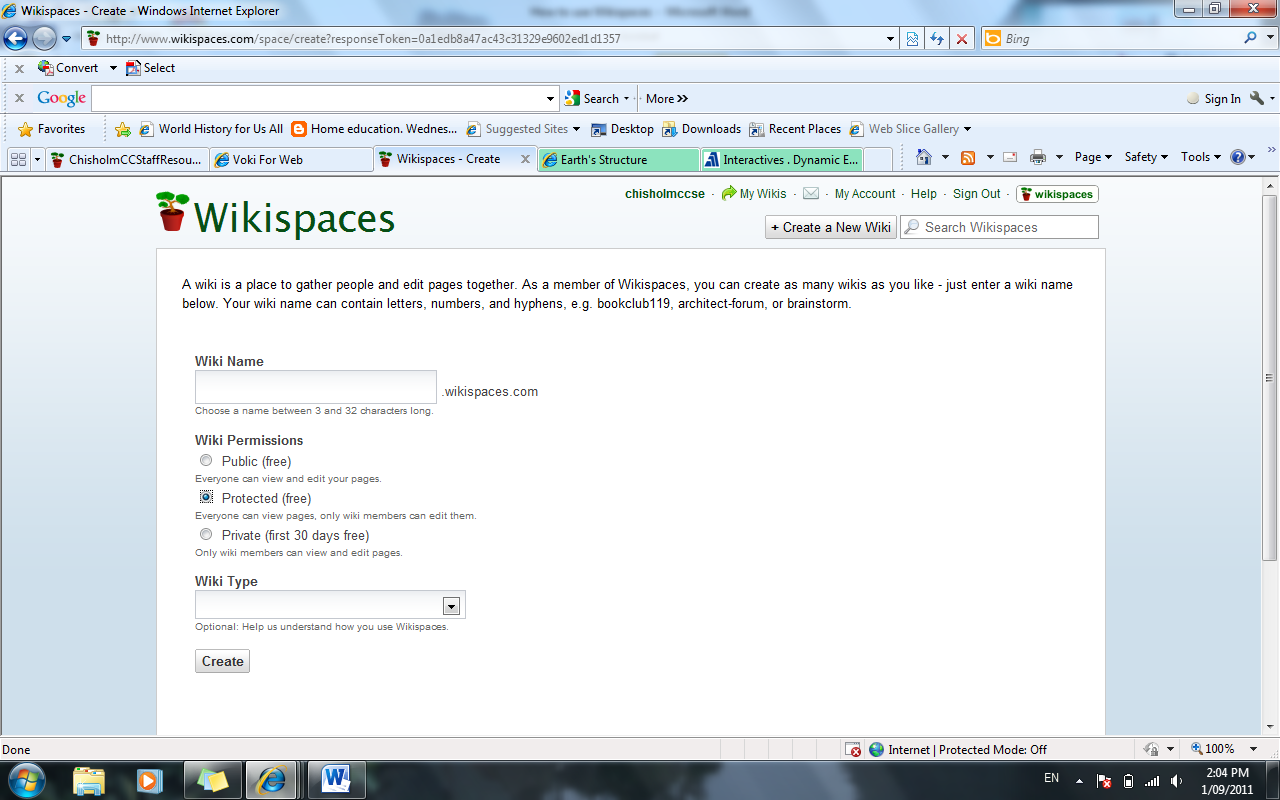
**Step 1:** Firstly you need to join Wikispaces. This is free and once you join you can make as many Wiki’s as you like. First go to the Wikispaces website <http://www.wikispaces.com/> Click on the “Wikis for Individuals and Groups” option (this is the free option)



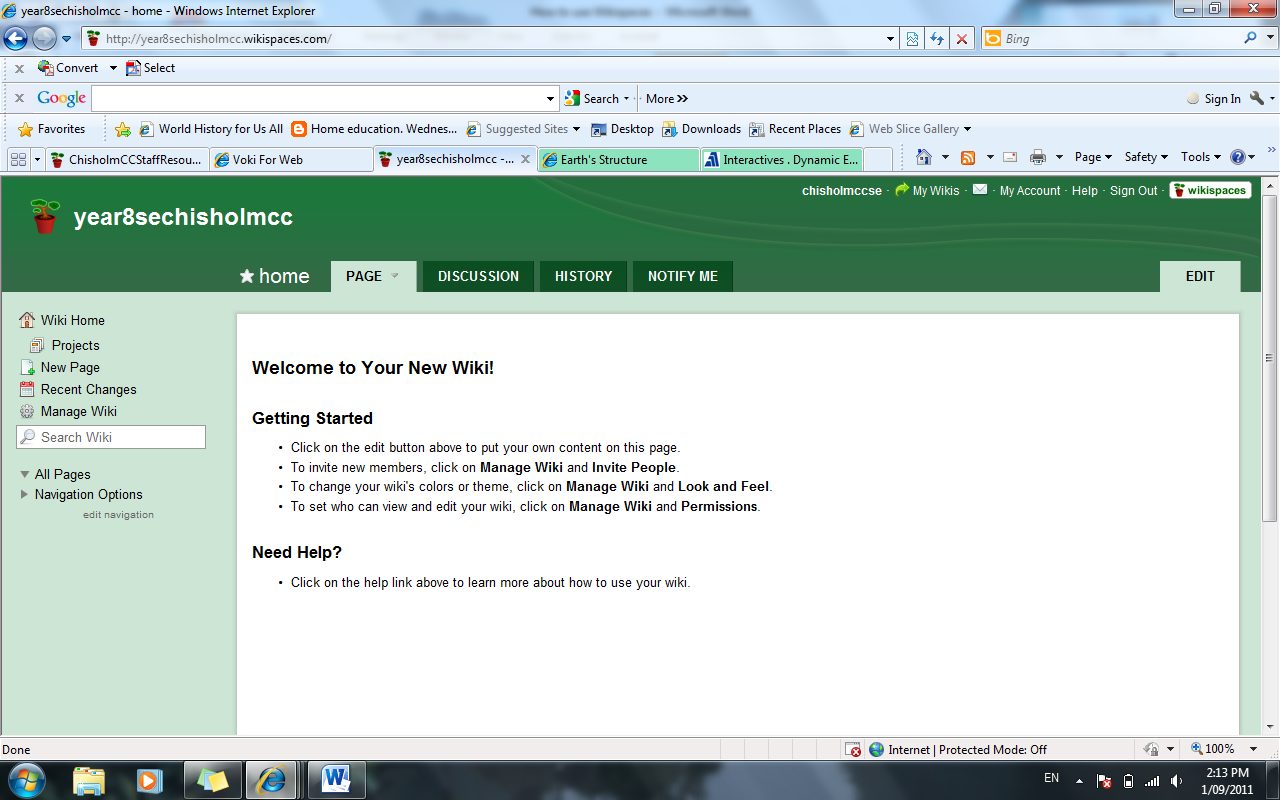
**Step 2:** You now need to choose a username, password and enter your e-mail address to create an account. At the time of writing this ‘how to’ sheet, Wikispaces were giving away free wikis for educators. These allow you more features and tools, but don’t charge you for them. Scroll down to check if this option is still available.



**Step 3:**  You can now create your own Wiki for a year group, class or topic. Choose an appropriate name for you Wiki. The website for your Wiki will be *your chosen name.wikispaces.com* It is best to choose the protected (free) option.



**Step 4:** Your Wiki is now created! This is where you now customise your wiki for its purpose and add the links, documents, task etc. that you would like to. Your screen should look something like this:



Click on this to create a new page.

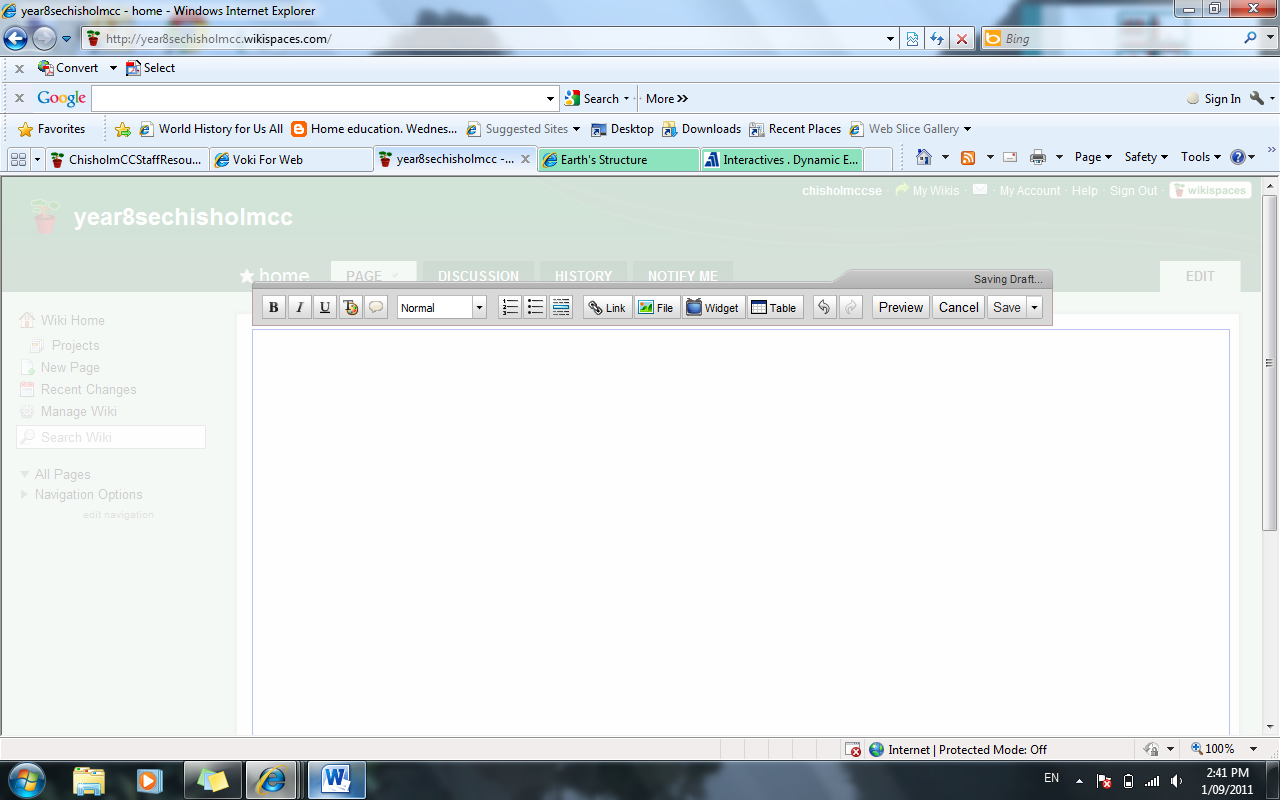
Click on this button to edit the page you are looking at.

There are plenty of instructions on how to edit your wikis and change settings.

Below are just a few hints and tips on how to embed/insert Youtube clips, Vokis, Documents etc.

**Embedding**

To embed anything, click on the edit button, then click on the ‘Widget’ tab at the top of the page.



This page will pop up. To embed a

Youtube you can click on the ‘Video’

option. For anything at all (including

vidoes) you can click on the

‘Other HTML’ option at the bottom.

In another tab, open the clip, object or

Whatever you are wanting to embed.

**For Youtube:** Click on the ‘Share’ option

below the clip.

A small box will pop up below, click on

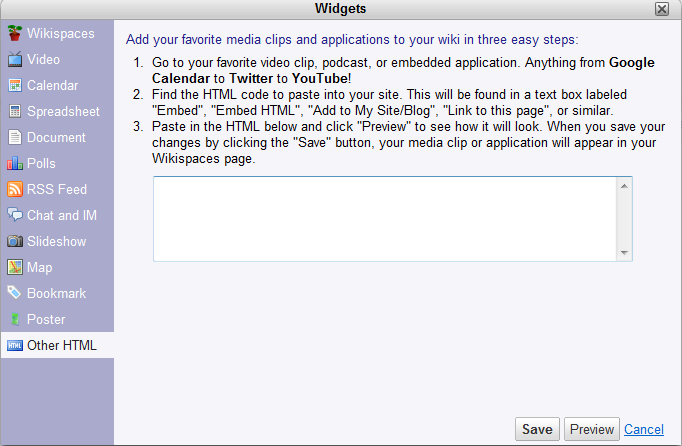
the ‘embed’ box. A section of random

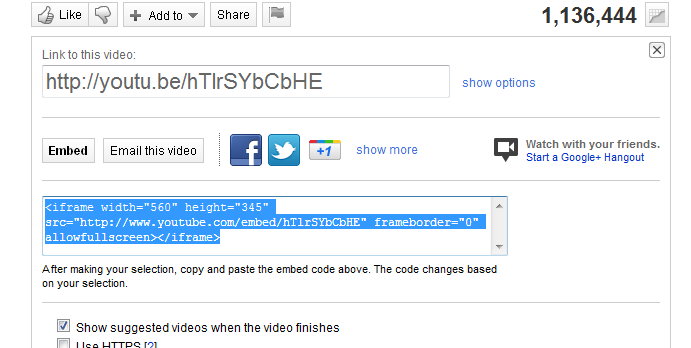
looking text will appear. You need to

copy this text and then paste it into the

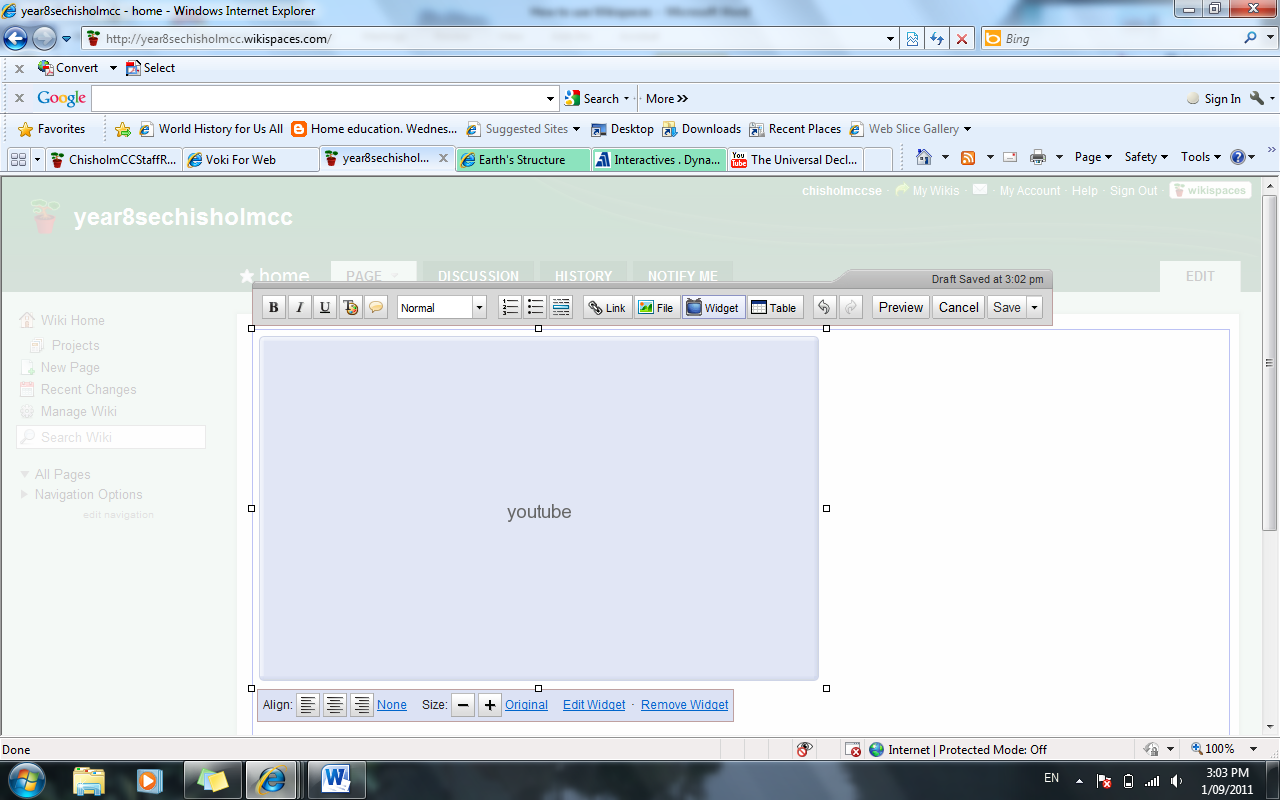
box that has appeared in your wiki.

Copy the text from this box…. ..and paste it into this box





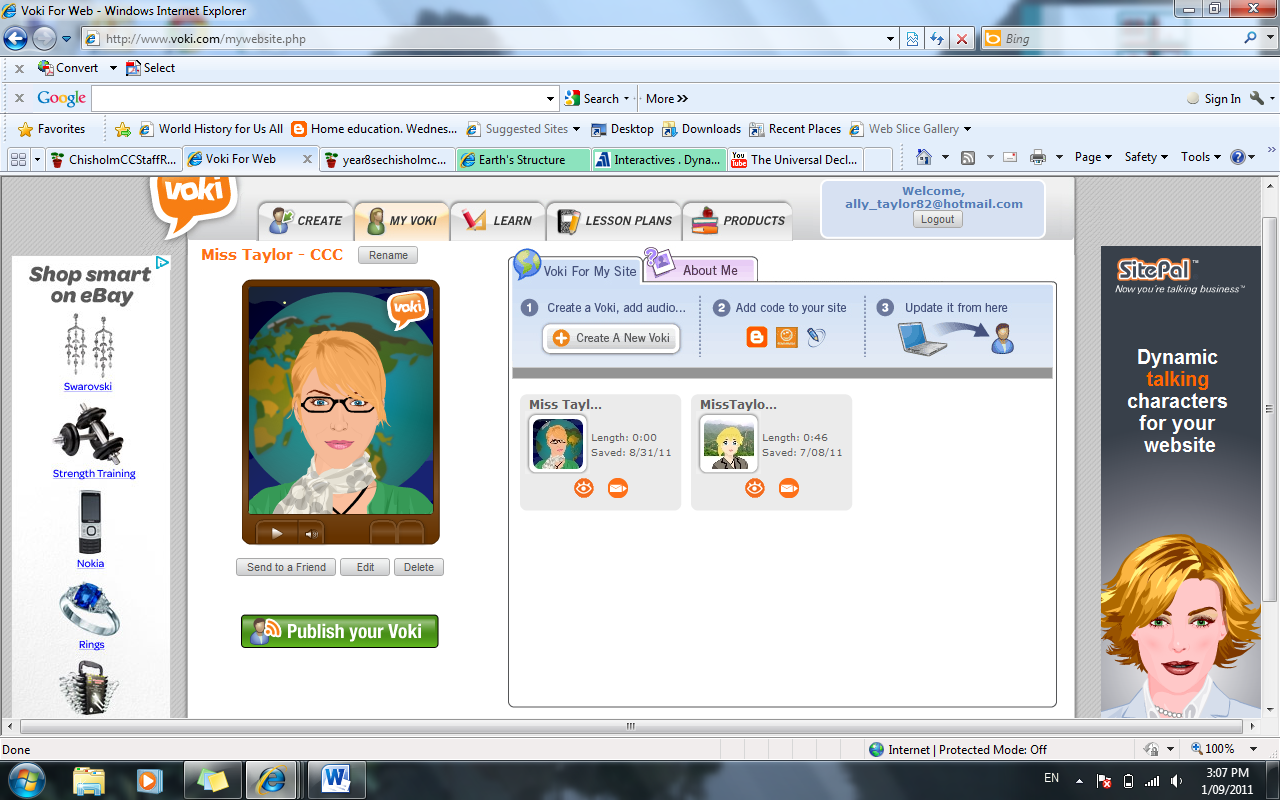
Click on the save button. It will return to you page with your recently embedded clip. It should look something like this:

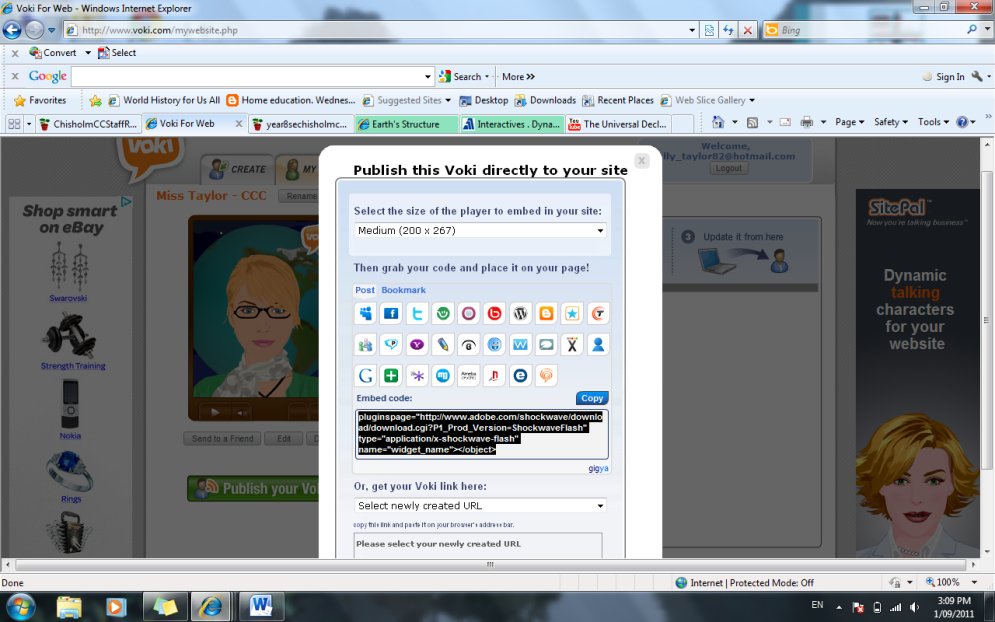


You can change the size of the clip or write some text above, below or next to it.

Click on the ‘Save’ button on the tool bar. It will then show you how your page will look.

**For Voki:** Once you have created your Voki,on your Voki page click on the ‘Publish your voki’ button.



Copy the text that it provides and paste this into the box in your Wiki.

**To link a file**

You can insert a file or link it to chosen text.

To add a link from some text, highlight the text you wish to link, click on the ‘File’ option. Click on the ‘Upload’ button then search for and select your file.

Once you start playing around you will find many other things you can do with your Wiki.